



NELLIS COMPOSITE SQUADRON OPERATING INSTRUCTION 4-09  
1 JULY 2009  
Activities

ACTIVITY PLANNING COMMITTEE

This instruction prescribes the Activity Planning Committee procedures for Nellis Composite Squadron

1. The squadron Activity Planning Committee will meet in accordance with the following:
  - a. Annually (OCTOBER) to create an overall plan for the coming year.
  - b. Bi-Annually (DECEMBER/JUNE) to redefine-the annual calendar.
  - c. Quarterly to assign Project Officers and Instructors to specific meetings, classes and activities.
  - d. As needed for other events and/or proposals that arise.
2. Responsibilities include making sure the missions of Civil Air Patrol are met, activities are well planned and thought out to ensure every meeting and activity of this squadron, is a successful and meaningful one.
3. COMMITTEE MEMBERS:
  - Squadron Commander \*
  - Deputy of Seniors \*
  - Deputy of Cadets \*
  - Executive Officer \*
  - Activities Officer \*
  - Cadet Commander \*
  - Cadet Deputy Commander
  - Cadet Executive Officer
  - Aerospace Officer
  - Emergency Services Officer
  - Finance Officer
  - Operations Officer
  - Professional Development Officer
  - One Sponsor Member (to represent parent's voice)
  - a. The Committee may assemble with a minimum of two-thirds of the staffed marked with an asterisk (\*). But every effort should be made to include the remaining members. This should not be a problem with preplanning and announcing of the date, time and place 30 days before.
4. SQUADRON MEETINGS: Meetings will be conducted every Tuesday evening from 1830-2100 hours.
5. There are three meeting formats. 1) Regular weekly meetings, 2) Quarterly Business Meetings/Open House and 3) 5th meeting of the month.
  - a. WEEKLY MEETINGS - Meetings will be planned using the WEEKLY MEETING PLANNER.

- b. QUARTERLY BUSINESS MEETINGS/OPEN HOUSE - A Quarterly Business Meeting/Open House provides the command staff the opportunity to give the general membership an opportunity to be briefed on the financial status of the squadron; how the unit is doing in regard to its goals in meeting the mission objectives; discuss additions or changes to existing OL's; conduct a Quiz Bowl and Drill-Down. Additionally, the Open House is a chance to bring in new members and present training awards and achievements. Quarterly Business Meetings will be planned using the QUARTERLY MEETING PLANNER.
  - c. The 5<sup>TH</sup> MEETING OF THE MONTH will be designated an Activity Night. A tour, volleyball, picnic or other similar activity will be planned.
- 6. PROJECT OFFICERS: Project Officers will be solicited – never assigned!
  - 7. INSTRUCTORS: Instructors must not only be knowledgeable, but BE ABLE TO TEACH! Not everyone who is qualified in a specific field is necessarily a good teacher. We should allow members who wish to teach an opportunity to do so. However, if the individual does not do a good job, the member must be made aware of his/her shortcomings and explain the need to have someone else instruct future classes.
  - 8. All instructors are expected to have:
    - a. Lesson plan
    - b. Equipment and material list for presenting the class, such as overhead projector, white-board, flip chart, markers, etc.
    - c. Handouts
  - 9. The instructor is in charge of all classes, once in session. Discipline problems and annoyances that occur during the class is the instructor's responsibility to deal with.

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David G. Jadwin, LtCol, CAP  
Nellis Composite Squadron Commander